



**Minutes of Committee Meeting**  
**Tuesday August 16th 2022 – 19:00 .Online via Teams due to Covid 19**

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| Present:               | Mick Redpath (MR) Alan Johnston (AJ) Steve Tulloch (ST) Kirsty Lawrence (KL) Stephenen Winn (SW) Sean Storey (SS) Jason Cooper (JC) Alan Kinghorn (AK) Suzanne Hitchison (SH) Tiger Taylor (TT) |
| Apologies for Absence: | None  |

| No        | Item   | Action required  |
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| <b>1.</b> | <b>Minutes of July meeting</b><br>Draft minutes not completed yet, deferred to next meeting  | AJ to complete   |
| <b>2</b>  | <b>Actions List</b><br><br>MR went through the action log and the below were updated.<br><br><ul style="list-style-type: none"> <li>● AJ to complete draft minutes for MR to review</li> <li>● Storage container procedures to complete</li> <li>● GDPR 3 mentors still outstanding with training</li> <li>● Equipment recovery from Graham Moore to complete,</li> <li>● MR has asked Nigel for feedback but heard nothing yet. KL advised that he had sent an email to speakers and was probably awaiting feedback from them</li> <li>● ICT auxiliary roles, there have been a number of applicants and interviews will take place next week. 2 applications for H&amp;S Bill Deacon has agreed to lead on radios with another 4 applications to assist</li> <li>● Retirement of Mark Master Mason MR to check Mail box for any interest</li> <li>● Radio protocol MR has sent an email</li> </ul> | MR AJ<br>TT<br>SH<br>TT<br><br>MR<br><br>MR AK<br><br>MR<br><br>MR<br>Closed |
| <b>3</b>  | <b>Committee Updates.</b><br><u>Treasurer.</u> <ul style="list-style-type: none"> <li>● All accounts up to date, reconciled and in order</li> <li>● Charitable acc £6,145 BMM acc £184,193 Equals balance £592 in top up balance £1,777 in individual balances giving a total of £2,369 Total £182,707 – £6,023. Virgin acc now closed ST outlined how difficult that had been to close. Money transferred to HSBC acc. Expenditure £4,189 fleet £4,115 fuel</li> </ul>  |  |

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|  | <p>income £3,340 switched from PayPal acc £1,760 from Virgin, all to HSBC. £10,900 VAT still to be paid by HMRC. Accounts are ready for 2021/2 to sign off. ST meeting with Ribchesters Friday 19<sup>th</sup></p> <ul style="list-style-type: none"> <li>● <u>Printer cartridge replacement came in at £245 for original however £131 for hp compatible</u></li> <li>● <u>Looking to appoint treasurer aux role to work on gift aid process</u></li> </ul> <p><u>Hospital Liaison</u></p> <ul style="list-style-type: none"> <li>● SS updated that he was currently away and all in order</li> <li>● Email received from Carol re NTGH fob however the problem was with the pad</li> <li>● Concern that we travelled to Wetherby for a handover JC will check. Also advised that there were 2 today.</li> <li>● AJ advised that the problem with sample drops raised at the open meeting has now been resolved</li> </ul> <p><u>Training</u></p> <ul style="list-style-type: none"> <li>● <u>SW updated that since the last meeting we have had 9 shadow completed 7 to complete and 2 require a further shadow.</u></li> <li>● <u>KL raised a question she had received an email Michal Clare from Peterlee, assessment completed. JC has sent an email as insurance declaration not completed.</u></li> </ul> <p><u>Membership</u></p> <ul style="list-style-type: none"> <li>● SH updated that we have 1 complaint still ongoing. A discussion took place. (See confidential addendum)</li> <li>● Ian Jamieson email was discussed MR happy with this as a lot of work has gone in</li> <li>● Inactive members SH to send a general email to see how the land lies. KL mentioned background reporting SH signposted to Committee confidential. AK may be able to provide information. Discussed NEAS Key Return and off rota after 6 months unless in assessment. MR suggested 1 year. Reduce to 9 and 6 months. See how we go. KL has had a key posted back from a member emigrating.</li> <li>● SH spoke with Derbyshire Blood Bikes. Their committee (not compulsory) set up direct debits, they have had about 10 people take this up. KL mentioned Ripples and Easy Fundraising. JC discussed Committee contact sheet for info</li> </ul> <ul style="list-style-type: none"> <li>● <u>Secretary</u></li> <li>● Discussed committee and open meeting minutes.</li> <li>● Discussed another uniform assistant. Also Ken Tait to have kit picked up. SW agreed to do this. KL discussed that Zettle would need to be set up for this.</li> </ul> | <p>Closed</p> <p>SW JC</p> <p>SH ST</p> <p>SH AK</p> <p>Agreed</p> <p>SW</p> |
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### Fundraising

- TT updated that she has had X Ray and nothing appears to be broken following the accident
- Email has been sent outlining Stormin details TT with take equipment. We still have 3 weeks. KL asked TT if she would still be okay to attend this event. TT said she was hoping so and that she had a marshal rota role which she could assist.

### Publicity

- GNR
- Blood Bike Day was fantastic was great to see volunteers out and about at various venues. Beautiful photos and videos which will be great for future use also.

### Fleet

- 31 Insurance and licence checks completed
- New fuel and AA cards timing belts and water pump changes to 2 cars
- Camera kit arrived for bike
- Chris Tolley has had his bike stolen and sustained an injury recovering it.

### ICT

- AK updated applicants for ICT role description almost ready for proposal Website more security updates released
- Still working with Paul Curran and Wilf for controller information
- Query from a member not receiving confirmation shift email, this seems to be a problem with Gmail and Yahoo This can't be updated as previously this system has been heavily modified, Software is at end of life and will need to be replaced. This may cause security issues to look at other options. AK to set up a SLACK discussion channel to discuss before our Host moves us on.

### Vice Chair

- Discussed members returning and riding /driving and asked if this was correct that they are required to complete another shadow shift SW advised that they are required to complete an induction. Whilst he understood the effect COVID had had on so many people. Shadow is there to help folk and things may have changed some may have their shadow leave them after 30 minutes. MR is 6 months the right length of time, can this be a year but understood the shadow process. ST said there needs to be a degree of flexibility if it is not required. JC discussed that we need to be aware of background and what has been completed in the past. SW mentioned that he has returning members ask for this. SS agreed this can be tailored to individual need. MR suggested that no induction if prior to 12 months. Under that we give an option. SW JC and new rota manager to decide this as these roles are key.

AK

Agreed

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|                 | <ul style="list-style-type: none"> <li>● Question from TT as to members who just want to do fundraising or PR. JC agreed that a vehicle familiarisation would still be required for vehicle and base location.</li> <li>● ST discussed the new members and small bike situation. JC discussed that this is just part of the process. MR Perhaps we need feedback from shadow. SH has had a query that the small bike was too small, KL can we move away from 3 shifts on small bike as they were not purchased for this purpose. JC it's a lot to take in on a first shift. We also have members who prefer the smaller bike.. MR suggested shadow shift and 1 solo shift which was agreed</li> <li>● Bike collection night before day shift however only for Saturday Sunday and Bank Holiday shifts. We would need to look again at garage checks and be selective with this. Add this to milestones. KL mentioned vacant shifts the night before if the bike would not get used at short notice. MR as long as we have minimum cover. TT discussed members working patterns for members and collecting a bike MR advised this was a difficult one to answer. We could ask for feedback and potentially look at 6 hours prior to shift. JC discussed members location to bike as some are really close to bike location. TT advised that this would assist her to complete more shifts and if we can make it easier. MR suggested we run a trial basis where members apply to do this. JC discussed report faulting. MR to draft something up. SS suggested that this is done on an individual basis ST agreed. MR advised that if this was to happen then we would expect an increase in shifts.</li> <li>● KL volunteer of year and blood bike Santa agreed for award. Santa is up to individual hospitals SS to send email to hospital.SS will do RVI and Freeman KL to look at Durham etc.</li> <li>● AGM September date discussed and agreed. KL and SS unable to attend</li> </ul> | <p>Agreed</p> <p>Agreed</p> <p>MR</p> <p>SS/KL</p> <p>MR/AJ</p> |
| <p><b>3</b></p> | <p><b>Complaints</b><br/>Refer To confidential addendumRefer To confidential addendum</p>  |   |

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| 4 | <p><b>Major Events</b></p> <ul style="list-style-type: none"> <li>September AGM Thursday 29<sup>th</sup> AK TT plus 1 from 2020 MR happy to add his name to this also vacant positions, venue possibly Beamish JC check university SS suggested we speak to Paul Curran KL also mention Belmont.</li> <li>10 year anniversary possibly tie in with AGM</li> </ul>   | JC/MR |
| 5 | <p><b>AOB</b></p> <p>AK discussed job logger as ongoing work</p> <p>SW a member has asked to change a name however records do not reflect this and this has caused system problems and potential tracking problems. Not agreed as their official documents /legal records do not reflect this.</p> <p>KL concerned that signups for fundraising are not being picked up on JC Dobbies may have to stay in service to help us out.</p> <p>ST Thanked MR for the work he has done for NBB</p> |       |
|   | <p><b>Date and Time of Next Meeting</b></p> <p>Tuesday 6<sup>th</sup> September 19.00 Corner House TT could possibly get Ravensworth. SS may not make this for 19.00 due to work.</p>   |       |
|   | Meeting closed at 20.15   |       |
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Chair / Vice Chair ..... Print Name: .....

Date:.....